Accreditation Meetings
Dr. Eva Conrad

Wednesday, March 20, 2013

8:00 am – 9:00 am  Stan/Jennifer  PCR

9:00 am - 10:00 am  COSTA executive board  PCR

- Items discussed:
  - Increase transparency in decision making
  - Codify -- hiring practices (widely posted and clear, but not classified and management) Evaluation of managers
  - Institution has decide that today is the "first day of the rest of our lives"
  - Increase institutional capacity to come into compliance with the standards.
  - We need to show how we operate as professionals. Codify what we are already doing. Data stays with the faculty.
  - Working on a governance and decision making document. Roles and responsibilities are the first few pages of the document. Planning model etc. 10:00 am – 12:00 pm

10:00am-12:00pm Subcommittee IV  PCR

Outline decision making manual

- Items Discussed:
  - Governance and decision-making manual
    - Faculty member, committee member and administration taking this forward
  - Spring 2013 -- college assessed governance structure
    - Assessing -- develop new model and review, change, revise. build a sustainable process
  - Types of groups charged with a mission
Governance groups
Organizational groups -- how the college gets the work done. Part of someone's job description. Instructional council, president's cabinet,
Task forces -- advisory groups, subgroups, etc.
Some groups won't make the cut -- commencement committee (for example)
  Senate -- develop a list of operating agreements
    Roles of committee members, role of committees, how we work together
    All committees co-chaired by a faculty member and an administrator.
  Don't use mission for committees -- use charge for language

12:00 pm - 1:30 pm Subcommittees IIB/C PCR
  Bring lunch
  Items Discussed:
    Electronic resources may be the key
    Need to let on-line students know that services are available and how to access them.
    Valid data - before they go on-line they ask where do they take their classes are ...

1:45 pm - 2:30 pm COS Community Forum Ponderosa
  Items Discussed:
    Why are we on show cause and what are we doing about it
    Spring 2013 Accreditation action plan
    Dr Eva Conrad shared her charges and goals
    Encouraged everyone to be more informed and involved
    What to expect at the upcoming visit

2:30 pm - 3:30 pm Program Review PCR
  Cindy De Lain, Thea Trimble, Christian Anderson
  Items discussed:
    Document for 2013 needs to document what we do now in program review
    Describe what is in the current document.
    Write in the planning manual on the program review page -- intention is to review and revise

3:30 pm - 5:30 pm Subcommittees I & IV PCR
Outline process, time line, charts

- Items discussed:
  - Mission -- regular and systematic review of the mission (AP 1200)
    - Last reviewed in Sept. 2012 and be to review every 3 years
    - Board makes formal action to adopt
    - Fall -- take the show on the road (first 15 minutes of every committee meeting will be about these documents)
    - Town hall meetings -- every three weeks until May
  - Master Plan -- 10 year Master Plan - making a plan to change it expires in 2015
  - Strategic plan -- we have a Master plan with good goals
    - Short-term, campus-wide, measurable objectives
    - District Governance Senate calls for the process for the strategic plan
    - Institutional Planning and Effectiveness Committee is charged with the process
  - Program review is the next step and Eva will develop
  - Budget development --
    - Above based-budget process only here.
  - Outcome assessment -- progress report IPEC charge with reviewing strategic plan, gathering data, how does it change for next year. As a result of the assessment of the plan itself--we are narrowing in on these three and revising the wording as... example--change objectives to actions.
    - Spring 2013 -- use annual report to narrow down to 3 goals
    - Spring 2014 -- assigned responsible parties and timelines -- IPEC asks for these reports in a certain model
    - Measure of effectiveness -- done in the annual report
  - Assessing the planning and decision making process - use the same instrument in the same survey on effectiveness. District governance senate charged with this responsibility. Can charge IPEC or a joint Senate/IPEC. Once we get survey back, what do we do? Based on the survey -- three recommendations
    - decision making -- depends on which category the group is (probably not on the councils--as not dependent on how these functions). Focused on governance groups.
    - Did you feel involved in the process?
    - Did you make good resource decisions?